

RESIDENTIAL APPEAL FORM, 2013



Lake County Board of Review
18 North County Street 7th Floor
Waukegan, IL 60085-4335
Telephone: (847) 377-2100

Official Use Only
Appeal Number: _____

Owner's Name: _____	<u>NOTICE OF HEARING AND FINDING TO BE MAILED TO:</u>
Township: _____	Owner's Name: _____
PIN: _____	Attorney: _____
Property Address: _____	Mailing Address: _____
City/Village: _____	City, State, Zip: _____
Email Address: _____	Email Address: _____

The current assessment is:	The assessment should be (Required Information):
Land: _____	Land: _____
Building: _____	Building: _____
Total: _____	Total: _____

Subdivision Name: _____ Purchase Price: _____ Purchase Date: _____

Please note: Taxpayers are advised to discuss their real estate assessments with their Township Assessor's Office prior to filing an appeal to the Board. Many times the reason for the assessment can be made clear or any errors in the property record card can be corrected through the local assessor's office without filing an appeal to the Board.

Please check the reason(s) for this appeal:

- _____ 1. The Assessment is based on a Factual Error (e.g. incorrect square footage).
 See the Board's 2013 Rules, Section IV A, and call your assessor's office to request a field inspection of the subject property.
- _____ 2. The Assessment is Greater than 1/3 of the Subject Property's Recent Sale Price.
 See the Board's 2013 Rules, Section IV B, and submit the signed Settlement Statement **or** signed HUD-1 **and** the recorded Illinois Real Estate Transfer Declaration (PTAX-203) **or** MLS closed listing sheet and full property history.
- _____ 3. The Assessment is Greater than 1/3 of Fair Cash Value.
 See the Board's 2013 Rules, Section IV C, and submit an appraisal or the Lake County Comparable Property Grid (located at boardofreview.lakecountyil.gov by clicking on Comparable Search Tool) or other acceptable evidence of Fair Cash Value, valuing the Subject Property as of January 1, 2013.
 If applicable, please check; Appraisal attached _____ **or** Appraisal forthcoming _____
- _____ 4. The Assessment is Higher than the Assessment of Comparable Properties.
 See the Board's 2013 Rules, Section IV D, and complete the Lake County Comparable Property Grid (located at boardofreview.lakecountyil.gov by clicking on Comparable Search Tool).
- _____ 5. Other (e.g., matter of law). See the Board's 2013 Rules, Section IV E, and attach an explanation.

This property has pending appeal with the Illinois Property Tax Appeal Board _____ 2012 _____ 2011 _____ 2010

Please check ONE option below.

- _____ 1. I am requesting that the Board decide this appeal based on the information provided herein. I will not appear in person nor telephone the Board.
- _____ 2. I wish to **telephone** the Board. Please notify me of my designated date and time to call.
- _____ 3. I wish to appear **in person**. Please notify me of my designated date and time to call.

Submit one (1) original of this form and all evidence in one complete set to the Board of Review at the address shown above within thirty (30) days of the township assessment publication in the local newspaper. Assessors are to make their evidence available by email or U.S. mail to each appellant five (5) days prior to the scheduled hearing.

Owner's Signature: _____ Daytime Phone: _____ Email Address: _____

Attorney's Signature: _____ Daytime Phone: _____ Email Address: _____
 Attorney Registration & Disciplinary Commission #: _____

2013 Lake County Board of Review Checklist

For a complete description of the requirements summarized below, it is important to review the 2013 Rules of the Lake County Board of Review.

Forms: Use only Lake County forms, found at boardofreview.lakecountyil.gov.

Completeness: Fill in all blanks and submit original set of paperwork.

Signature: Appellant must sign Appeal Form.

Timeliness of Appeal and Attached Evidence: File on or before Township Deadline.

Evidence Accepted by the Board:

1. Factual Error

See local assessor and bring supporting documentation, such as a survey.

If proceeding with an appeal: Submit explanation of factual error(s) and supporting documentation.

2. Recent Sale of Subject Property

Submit signed HUD-1 or signed original Settlement Statement and the recorded PTAX-203 or MLS closed listing sheet and full property history.

3. Fair Cash Value:

Submit one of the following sets of documents or information:

Lake County Comparable Property Grid, populated electronically with Lake County data.

Appraisal (within the 14-day residential extension or within the 30-day commercial extension).

MLS listing sheet and full property history of subject property.

Signed affidavit of contractor's costs plus itemization of all subcontractor's costs and soft costs for the completion of subject property.

For income producing properties, submit the Lake County Income Producing Property Form and supporting documentation as specified in the Board's 2013 Rules, Section IV C-6.

For vacancy cases, see local assessor or submit an affidavit of vacancy.

4. Equity:

Submit the Lake County Residential Comparison Grid, populated electronically with Lake County data.

5. Matter of Law

Submit a brief.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

AFFIDAVIT OF MAILING

I, _____, under penalties as provided by law
(Name)
pursuant to Section 5/1-109 of the Illinois Code of Civil Procedure, certify that I placed a copy of the
original appeal form and evidence in the mail on

_____.
(Date Mailed)

Signature

Date